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**1. Abbreviations**

EMS Environmental Management System

**2. Definitions**

NRS The extraction, processing and supply of aggregates

Other definitions can be found in ISO 14001:2015 section 3.

**3. Introduction**

This manual describes how ISO 14001:2015 is implemented within NRS Ltd within prescribed scope as detailed in 4.3 below.

NRS Ltd is obliged to ensure that it’s Environmental Policy is fully and completely understood by its employees, and that its procedures are implemented and maintained at all times. This Environmental Manual is in accordance with the requirements of BS EN ISO 14001:2015. All of the components of the Environmental Management System shall be periodically and systematically reviewed by both internal and external Environmental Audit procedures. The assurance of the environmental policy is fundamental to all the work undertaken by the organisation. All personnel at every level in the organisation’s structures shall practice the procedures established.

**4. Context**

**4.1 Context**

To initiate the EMS, NRS Ltd undertook a Contextual Review to establish the external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcomes of the EMS.

The results of this analysis can be found in the document entitled “NRS Ltd Contextual Review”. This document will be reviewed every 12 months through the Management Review as described in 8.4.  To ensure the management system meets the requirements all processes are mapped out using process effectiveness assessment reports.

**4.2 Interested Parties**

Within the Contextual Review, NRS Ltd has identified the interested parties relevant to its EMS and their needs and expectations. The Contextual Review also establishes which of the stakeholders needs and expectations are compliance obligations.

**4.3 Scope**

The boundaries and applicability of the EMS is defined within the Contextual Review. From the Contextual Review analysis, the scope is defined as:

“NRS are currently engaged in the extraction and processing of raw materials to produce sands and gravels that are supplied into the construction industry.

NRS are dedicated to continuos improvement and the sustainability of our business, by adopting the ISO 14001 methodology we will manage our environmental responsibilities in a systematic manner enhancing, environmental performance, fulfilment of compliance obligations and achieving our environmental objectives.

By producing and delivering the products with minimal to zero negitive environmental impacts both locally and nationally, and operating responsibly we will increase our market share / direct sales to other resposible and forward thinking companies.”

The EMS covers all activities and services within this defined scope. This shall be available to interested parties upon their request.

**5.1 Leadership**

Within the scope of the EMS top management is the Managing Director. Top management’s roles, responsibilities and authorities are defined within section 5.3.

**5.2 Environmental Policy**

The Environmental Policy can be found within NRS Ltd EMS . This policy has been developed within the defined scope of the EMS, as described in section 4.3, and will be maintained as documented information, communicated within NRS Ltd and be available to interested parties upon request.

**5.3 Roles, Responsibilities & Authorities**

**Top Management**

Top management are responsible for:

1. taking accountability for the effectiveness of the EMS;
2. ensuring that the Environmental policy and Environmental objectives are established and are compatible with the strategic direction and the context of the organisation;
3. ensuring the integration of the Environmental management system requirements into the organisation’s business processes;
4. ensuring that the resources needed for the EMS are available;
5. communicating the importance of effective Environmental management and conforming to the EMS requirements;
6. ensuring that the EMS achieves its intended outcomes;
7. directing and supporting persons to contribute to the effectiveness of the EMS;
8. promoting continual improvement;
9. supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

**Management Representative**

Top management has chosen to appoint a Management Representative Team to assist with the coordination of the EMS. Irrespective of other responsibilities the Management Representative Team are responsible for the following:

1. Reporting the performance of the EMS to top management to enable them to perform review(s) and as a basis for improvement of the system;
2. Application of the site EMS procedures where applicable
3. Responding to and maintaining records of site Environmental communications.
4. Scheduling the internal Environmental audits, ensuring that they are carried out by a suitable auditor and maintaining the audit records.
5. Maintaining records and documented information as appropriate
6. Advising top management on the implementation of the Environmental management system and maintenance of compliance with the standard.
7. Organising a Management Review
8. Ensuring that the EMS requirements are established implemented and maintained to meet the criteria contained in the ISO 14001:2015 standard.
9. To approve and re-approve the EMS documents for adequacy, as appropriate, prior to issue.
10. To ensure effective communication of the company’s Environmental policy.
11. To communicate any quality strategies and decisions to their respective departments/divisions.

The business will show how all roles fit into the organisation in the roles and responsibilities document.

**6. Planning**

**6.1 Actions to address risks & opportunities**

**Risk and Opportunities**

The organisation plans to address its risks and opportunities through either operational controls or Environmental objectives. These have been developed taking into account the significant aspects, compliance obligations and risks and opportunities.

The risks and opportunities which will be addressed are those linked to:

* Issues and requirements identified within context;
* Compliance obligations.

Risks shall be assessed at various levels and managed in an effective way to ensure that possible risks are identified for their likelihood, their consequences and risk acceptance. Risks are identified within the risk register, this document looks at various risks including operational, Finance, staff issues, operation failures, legal, commercial, safety and environmental.

**Actions**

The EMS will be reviewed annually in the management review meeting. During this meeting items that will be review are:

* Risks
* Issues
* Aspects
* Compliance obligations
* Improvements

Among anything else that effects the EMS.

The actions will be noted in the review meeting agenda as well as the internal audit action plan log.

Any non-conformity corrective actions will be put on the non-conformity register, addressed, monitored and will follow the non-conformity process.

**6.2 Environmental objectives and planning to achieve them**

Environmental objectives will be devised so that they are:

* Consistent with the Environmental policy.
* Measurable.
* Monitored.
* Communicated.
* Updated as appropriate.

The Environmental Objectives also includes the planned actions NRS Ltd will take to achieve the objectives. This includes details of:

* What will be done;
* What resources will be required;
* Who will be responsible;
* When it will be completed;
* How the results will be evaluated, including indicators which will be included in the monitoring, measurement, analysis and evaluation process.

**6.2.1 Environmental Objectives**

This is detailed in the objective and KPI document please see that for more information.

**6.2.2 Planning actions to achieve Objectives**

This is detailed in the objective and KPI document please see that for more information.

**6.3 Planning of changes**

All changes will be planned and a conducted in a controlled manner these will take into the consideration of the purpose of change and how it will affect the Environmental Management system.

**7. Support**

**7.1 Resources**

NRS Ltd has identified the resources required for the successful implementation, maintenance and continual improvement of the EMS in appropriate individual procedures.

**7.2 Competence**

NRS Ltd recognises that all persons working under its control need to be aware of the Environmental policy’s existence, purpose and their role in achieving its commitments. NRS Ltd also understands that any persons working under its control who are assigned specific responsibilities within the EMS must be competent. Competence levels are determined by the roles and responsibilities documents, all training given will be logged on the training matrix and recorded within the staff training records.

**7.3 Awareness**

The Environmental policy will be displayed for all staff to see; in addition, it will be made available up on request from all interested parties. All objective results will be communicated to staff and management will ensure that they are aware of their contribution to the business and adversely if they fail to meet the business expectation.

**7.4 Communication**

Appropriate communication allows NRS Ltd to provide and obtain information relevant to its EMS including information related to its performance, compliance obligations and recommendations for continual improvement. Top management will be responsible for communication throughout the business. Communication through company policies and training will ensure all staff are aware of the requirements of communication both internally and externally.

The company shares any updates and important information to employees through the employee inductions for new starters which are carried out by the compliance team and HR , as well as tool box talks to all employees which are carried out by the site management. During the tool box talks employees can give feedback to site management on site specific issues, to help with continual improvement for the site and the company.

**External communication**

The company will share updates with external customers upon requests. Any non-conformities will be logged on the non-conformities register.

Management will work closely through communication with governing bodies and local communities to create and solidify relationships.

**7.5 Documented Information**

NRS Ltd understands that to effectively manage its EMS documented information may need to be created for the purpose of transparency, accountability, continuity, consistency or training. To ensure that this is carried out in a suitable, adequate and effective manner NRS Ltd has established, implemented and maintained a document register to manage documented information. All documentation required by the business will be listed on the controlled document register.

Other types of documented information are as follows:

**Legal register**

The legal register details legislation that the company is complaint with due to the activities that it carries out. The compliance team and the Quarry management are responsible for updating the legal register. This will be reviewed annually during the management review meeting.

**Aspects and responsibilities**

The aspects register evaluates activities on site and assesses the risks to be normal, abnormal, or emergency situations. The aspects register is a document that will be constantly be updated, however it will be reviewed on an annually basis by the compliance team and quarry management.

The risk and opportunities register is another document that helps to determine the aspects and opportunities, this document is reviewed by the compliance team and quarry management on a annual basis.

**Objectives**

The Environmental objectives are defined in the objectives and KPI document, the company has ensured that the objectives are clear and monitorable, they are available for interested parties upon request and they are displayed on site for our employees. They are reviewed and evaluated annually in the management review.

**Action recordings**

Actions are recorded and documented, this happens throughout several documents and will be throughout the EMS.

Actions are defined in the documentation such as objectives, audits, aspects, non conformities and management review. Actions will be put in place with information on how we will achieve these actions. The closure of these actions will be recorded and dated along with any further information that may be required.

**Audit procedures and programme**

The companies audit procedure is outlined in the audit procedure document and an audit schedule for internal and external audits has been reviewed and evaluated. The schedule is updated annually to ensure it is relevant for the up coming year. The audit procedure document is reviewed annually.

**Non-conformity / action reporting**

All non-conformities are added to the non-conformities register and the actions will be defined and put into place. The register is updated with dates of closed non-conformities and comments or further information.

**Documents of External Origin**

The Companies planning documents are held in hard and soft copy in the head office and are also held with a retained external company. The external company are responsible for obtain planning consents and maintaining planning records as well as site surveys.

The site managers are responsible for ensuring all the conditions within the planning permissions are complied with.

**8. Operation**

**8.1 Operational Planning & Control**

In planning service requirements, the general requirements of the Environmental Management System are taken into consideration by the Director. Where appropriate Environmental objectives, beyond meeting all customer requirements, are determined by the Director.

The resources required to meet the customer’s requirements are reviewed and discussions held with the customer on any potential issues causing problems.

**8.2 Emergency Preparedness and Response**

The company has established processes and procedures to handle any potential emergency situation, these have been implemented into the business and trained out to employees and updated regularly. These processes and procedures will be maintained and assessed frequently by management.

**9. Performance Evaluation**

**9.1 Monitoring, Measurement, Analysis & Evaluation**

NRS Ltd has a systematic approach for monitoring, measurement, analysis and evaluation of its quality performance on a regular basis. This enables NRS Ltd to report and communicate accurately on its quality performance. Top management will review the business requirements periodically to ensure the policy, business objectives and business plan is being met.

**9.2 Internal Audit**

Internal audits of NRS Ltd EMS are conducted at planned intervals to determine and provide information to management on whether the system conforms to planned arrangements and has been properly implemented and maintained. The results are used to identify opportunities for improving NRS Ltd EMS.

**9.3 Management Review**

At planned intervals top management conducts reviews of the EMS to evaluate the system’s continuing suitability, adequacy and effectiveness. Opportunities for improvement are considered and means to implement them are agreed. Other employees are requested to attend as appropriate. Records of these reviews are maintained. The management review report includes any actions required as well as an expected date for completion and include any resources requirements needed to fulfil the action.

**10. Improvement**

**10.2 Nonconformity & Corrective Action**

For NRS Ltd EMS to be effective on an ongoing basis there is a systematic approach for identifying nonconformity, taking action(s) to mitigate any adverse impact, analysing the cause of the nonconformity, and taking corrective action. This approach helps NRS Ltd implement and maintain the environmental management system.

**10.3 Continual Improvement**

Continual improvement is a key attribute of NRS Ltd EMS to enhance environmental performance. It is accomplished through regular reviews, inspections, verifications, corrective actions and recordings. NRS Ltd encourages all employees to contribute ideas for improvement.